
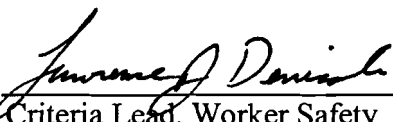


U.S. Department of Energy	Subject: Worker Safety Training Inspection Criteria, Approach, and Lines of Inquiry	HS: HSS CRAD 64-50 Rev: 0 Eff. Date: 07/10/2009
Office of Independent Oversight	 Director, Office of ES&H Evaluations	
	Date: 7/13/09	
Criteria Review and Approach Document	 Criteria Lead, Worker Safety Training Date: 7/10/09	

1.0 PURPOSE

Within the Office of Independent Oversight, the Office of Environment, Safety and Health (ES&H) Evaluations' mission is to assess the performance of environment, safety, and health systems (Integrated Safety Management); programs (Worker Safety and Health Program); and practices.

The focus of this Criteria Review and Approach Document (CRAD) is to evaluate the adequacy of training programs to educate workers on requirements and practices to protect themselves, the public, and the environment from the hazards associated with Department of Energy (DOE) activities and sites. Where deficiencies are identified, systems, programs, and practices are reviewed to identify if systemic weaknesses are present.

A key to success is the rigor and comprehensiveness of our process; and as with any process, we continually strive to improve and provide additional value and insight to field operations. Integral to this is our commitment to enhance our program. We continue to make them available for use by DOE line and contractor assessment personnel in developing and implementing effective DOE oversight and contractor self-assessment and corrective action processes; the current revision is available at <http://www.hss.energy.gov/IndepOversight/ESHE/docs.html>

2.0 APPLICABILITY

The following Inspection Criteria document is approved for use by the Office of ES&H Evaluations.

3.0 FEEDBACK

Comments and suggestions for improvements on these Inspection Criteria, Approach, and Lines of Inquiry can be directed to the Director of the Office of ES&H Evaluations on (301) 903-5392.

Worker Safety Training Inspection Criteria, Approach, and Lines of Inquiry

The following provides an overview of the typical activities that will be performed to collect information for evaluating worker safety training efforts. The term "safety" used throughout this document includes consideration of radiation safety, nuclear safety, human factors, industrial safety, industrial hygiene, occupational health, occupational safety, fire protection, environmental impact, and environmental sustainability.

Inspection Criteria: Training courses are appropriately designed and delivered to meet identified objectives and are tailored to the intended audience. Effective management processes and controls are in place to assure that site personnel, subcontractors, privatized workers, lessees, and visitors are adequately trained and qualified on job tasks, site and job hazards, risks, and applicable requirements. Workers and managers are technically competent to perform jobs they are responsible for and are appropriately educated, experienced, and knowledgeable of procedures, facilities and equipment, hazards, and risks. Line managers, supervisors, workers, and ES&H support staff demonstrate technical competence and understanding of programs, requirements, facilities, and equipment within assigned areas of responsibility. Management systems are in place to assure that managers, supervisors, and workers are appropriately trained for the hazards associated with their responsibilities and work environment consistent with applicable requirements. Processes are implemented to evaluate the effectiveness of training. Improvements to the training program are based on objective program performance data.

Inspection Activity: Review appropriate site/area office, contractor and subcontractor directives, procedures, instructions, and guidance. Review training plans and procedures, learning objectives, curricula, instructor and student course materials, schedules, records, and training program evaluation reports. Perform selected interviews with union representatives, workers, supervisors, ES&H representatives, facility representatives, instructors, and training personnel. Audit training sessions and observe work activities. Determine if schedules for training and retraining are developed and implemented, and are consistent with identified training requirements.

Lines of Inquiry:

- Is the training program implemented as described in program documents?
- Do initial and refresher training provide an appropriate mix of classroom, self-study, and hands-on activities?
- Are training courses aligned to regulatory requirements, tasks, and potential hazards applicable to assigned work activities?
- Are new employees provided sufficient information to understand their responsibilities take the proper action to protect themselves and others from potential hazards impacting their assigned duties?

- Do subcontracting organizations verify workers qualifications and provide the contractor with qualified workers?
- Are training objectives based upon a systematic and graded approach commensurate with the risk and complexity of tasks and the knowledge and skills required for job performance?
- Are training objectives effectively communicated to students and aligned with tools used to assess worker knowledge?
- Is student feedback collected and used to improve course content, format, and delivery?
- Is a formal development and approval process implemented to periodically review and evaluate safety training courses for content, delivery, effectiveness, and adherence to learning objectives?
- Are key indicators of worker and operating performance and lessons learned identified and used to revise training programs to ensure workers are meeting established performance and safety goals?
- Are processes in place for supervisors to identify required training and to verify that workers have completed that training prior to initiating work activities?
- Are training requirements and pre-job briefings completed and adequate for the authorized work activity?
- Are personnel qualified and trained to perform the work in accordance with established controls? Do field observations of work activities demonstrate the effectiveness of safety training?
- When facility conditions or work assignments change, are personnel qualification requirements and training plans reviewed and revised as necessary?
- Does line management provide resources, allow work time for training, and hold workers accountable for meeting training requirements?